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RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
9 July 1953

A. Personnel	On Duty	Vacancies	In Process
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Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section

5

01111

$$\begin{array}{r} 1 \\ 10 \\ 0 \\ \hline 37 \\ \hline 48 \end{array}$$

25X1

1. No. on leave three days or more:

Records Mgt. Section- 2
Mail Control Section- 4
Records Center Sec.- 2

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0
Records Center Section- 0
Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 14

5. Specific cases on item 4 not in previous reports. _____

6. New applicants interviewed . Recruited by Personnel .
Recruited by this office .

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B. Administration and Problems:

Records Management Section - The Area Records Officer, Office of the Comptroller, with the assistance of [] has completed the records disposition survey of two branches of the Finance Division.

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✓ [] has been temporarily assigned to the Payroll Branch, Fiscal Division, to help segregate the payroll folders of terminated employees for transfer to the CIA Records Center.

A survey has been initiated in the General Services Office for the purpose of preparing a records control schedule and installing the standard filing system. The survey team, [] and [] started the project in the Machine Records Branch.

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✓ The survey of the headquarters records of OO/C has been completed. The survey team, [] have been authorized to survey the records of [] [] offices will be covered next week, while the [] office will be covered the following week.

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[] Area Records Officer for Communications, visited this Office. The scope of the Records Management Program was discussed.

Authorization was received to destroy many previous vital materials deposits of OO/FBID. These deposits have either been superseded or are no longer considered vital. A current listing of materials considered to be necessary for reestablishment of FBID in the event of an emergency was also received.

Records Center Section - Plans for using the [] for the temporary storage of records were approved by I & S. An estimate of \$3100 for renovation costs has been secured from PBS and they are ready to begin work at once.

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Arrangements have been made with Logistics for a supply of pallets for use in the [] has several hundred around the building that he will leave for our storage operation.

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[] of Logistics toured the present Records Center to gather background on the operational needs of the activity that can be incorporated in his architectural plans for the proposed permanent Center.

Mail Control Section - On Wednesday, 8 July 1953, a phone call was received from [] of O & M Services requesting a daily pickup and delivery of 'special' material from the []

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[] to the Logistics Office, Quarters I Building. He requested that this service commence on Thursday, 9 July 1953.

Arrangements have been made to include this service on []

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[] run. A memo requesting this service will be forwarded to the Chief, Records Management and Distribution Branch.

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APPENDIX B

Week ending 9 July 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images Filmed - Rotary Camera	3,910	21,300
Flat-bed Camera	-	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	3	-
Reference to record material	73	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,332	880
Intelligence Reports	31	41
b. Supplemental Distribution:		
Information Reports	390	382
Intelligence Reports	293	221
Notices	8	10
Regulations	29	143
Others	3	4
c. Initial Distributions:		
Notices	3	3
Regulations	5	2
Others	0	1
4. Mail Activities		
a. Post Office Mail		
Incoming	5,875	5,150
Outgoing	7,616	6,550
b. Postage expended	\$815.69	\$775.00
c. Scheduled courier trips	240	240
d. Special courier trips	88	33.4
e. Inter-agency mail by courier		
Incoming	1,457	770
Outgoing	1,686	1,275
f. Personnel actions:		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	4	-
Available but delayed	0	-
Not available	0	-